



MTWG ENCAMPMENT 2020
MONTANA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1887
Great Falls, MT 59403



22 Jan 2020

MEMORANDUM FOR: CADET ENCAMPMENT GRADUATES

FROM: MTWG ENCAMPMENT COMMANDANT

SUBJECT: Applications for MTWG Encampment Cadet Cadre

1. Cadet Cadre applications for **all** positions at MTWG Encampment 2020 are now open. Please note application deadlines and selection announcements will be staggered. Please follow the assigned dates for submittal. Basic Encampment is 01 Aug – 08 Aug 2020, Fort Harrison, Helena, MT with Cadre arriving a couple days early.
2. Applications for Cadet Commander, Cadet Deputy Commander, and Cadet Plans and Curriculum Officer/Executive Officer will close 10 February 2020.
3. Applications for Cadet Squadron Commanders will close 15 February 2020.
4. Applications for the below positions will close 28 Feb 2020. This year's application process will include two selection phases. The first will include reviewing resumes, cover letters, and general cadet knowledge. Once applications are received, cadets will be given instructions regarding the cadre selection day, most likely mid-March 2020.
 - a. Cadet First Sergeant
 - b. Cadet Flight Commander
 - c. Cadet Flight Sergeant
 - d. Cadet Public Affairs
 - e. Cadet Logistics
 - f. Cadet Medical
 - g. Cadet Standards and Evaluations
5. **Applicants should fill out the [Cadet Cadre Application Form](#) and submit a cover letter and resume also in the [Cadet Cadre Application Form](#).**
 - a. Your cover letter should address what positions you are applying for, why you want the position, and what you hope to take away from your experience on the Cadet Cadre at the MTWG Encampment.
6. For those who are unable to make it to Cadet Cadre Selection Day, an email must be sent to the Cadet Commander requesting a distance application.

7. Important dates:

- a. Cadet Cadre Selection Day: Mid-March 2020 (exact date TBD)
- b. Pre-Encampment: 30 July -31 July 2020
- c. Encampment: 01 August – 07 Aug 2020

8. Position Descriptions:

- a. **Cadet Commander (C/CC). C/1st or above** – The C/CC is responsible for the overall organization, operations, training, and conduct of all Cadet Cadre and Students. The Cadet Commander is responsible for the entire encampment Cadet Corps, and must be able to direct subordinate leaders to achieve success: the Cadet Deputy Commander for daily operations and evaluation, the Cadet Plans and Curriculum Officer for overall curriculum and instructor planning, and the Cadet Mission Support Flight Commander for logistical and administrative support. The C/CC reports directly to the Commandant of Cadets, and is the primary link between the Senior and Cadet command teams.
- b. **Cadet Deputy Commander (C/CD). C/1st Lt or above preferred**– The C/CD is the right hand of the C/CC, managing daily cadet operations, aiding with encampment site preparation, cadre selection, cadre supervision and other tasks as assigned. The C/CD is responsible for direct supervision and evaluation of the the Cadet Squadron Commanders and subordinates. The C/CD reports directly to the Cadet Commander. The C/CD is in overall command when the C/CC is not present.
- c. **Cadet Curriculum & Plans Officer/Executive Officer (C/XO). C/1st Lt or above preferred** – Working on the cadet command team, the C/XO partners with his/her SM counterpart to plan and schedule encampment classes and activities. The C/XO coordinates instructors, locations, and materials required for the encampment curriculum. This position requires advanced initiative, problem solving, creativity, and knowledge of encampment operations. The C/XO reports to the C/CC but also works directly with the Senior XO to create a practical, challenging, informative, engaging, and fun curriculum. Also oversees the cadets in supporting roles.
- d. **Cadet Squadron Commander - C/2nd Lt by encampment** – The Squadron Commanders report to the Cadet Deputy Commander. The Squadron Commanders are responsible for the coordination, control, and direction of the encampment program within their squadron. Squadron CC's are responsible for

the training, safety, discipline, and efficiency of their assigned students, and accomplish this charge by working through subordinate cadre members.

- e. **Cadet First Sergeant - C/MSgt or above** – The Cadet First Sergeants are responsible for ensuring that the NCOs of the squadron are familiar with their duties and responsibilities, and ensuring that standards of discipline and proficiency are being met by students and cadre NCOs through the NCO support channel. The Cadet First Sergeant interfaces with cadet students primarily when extra recognition, encouragement, or counseling are warranted, and are constantly vigilant of their charges' morale, and welfare. The First Sergeant reports to, and provides performance and morale feedback to their Cadet Squadron Commander. Duties and responsibilities include: maintaining and reinforcing the ideals and performance of the NCOs as outlined in the Cadet Leadership Manuals, conducting drill and ceremonies IAW CAPP 60-20, and conducting the physical fitness program for the squadron.
- f. **Cadet Flight Commander - C/2d Lt by encampment** – The Flight Commanders are responsible for the implementation of encampment training at the flight level. The C/Flt CC reports to their Cadet Squadron Commander. Duties and responsibilities include: ensuring the flight reaches daily training goals, planning flight time effectively, mentoring their Cadet Flight Sergeant, motivating their flight, and advanced mentoring of Cadet Students. Cadet Flight Commanders are expected to track their students' individual and team progression in relation to daily training objectives, and to coordinate and adjust their training plan accordingly. They must be constantly mindful of the well-being of the cadets in their charge.
- g. **Cadet Flight Sgt - C/SSgt or above** – The Cadet Flight Sergeant is the NCO tasked with assisting the Cadet Flight Commander in carrying out the instruction and training of the flight. The Flt Sgt will be responsible for the mentoring of their students in military courtesy, personal conduct, drill & ceremonies, Esprit-de-corps of the flight, and the development of teamwork, and the management of daily student life. The C/Flt Sgt reports directly to the C/Flt CC, and also interfaces closely with their Cadet First Sergeant.
- h. **Cadet Standards and Evaluations Section. C/MSgt or above and Cadet Officers** – Reporting to the Cadet Executive officer. Responsible for setting standards in drill, barracks, uniform, and customs and courtesies. Will be evaluating cadets on the standards and performance for review and awards at the end of encampment.

- i. **Cadet Public Affairs. C/SrA or above and Cadet Officers** – Reporting to the Cadet Executive Officer, The Cadet PAO records the encampment as it progresses via photos, video, and works with the Senior PAO to oversee the annual, daily newsletters, and the encampment video. Must be organized, technologically proficient, motivated to excel, and have attention to detail. Proficiency with online file sharing and digital tools is preferred. Please list in your cover letter what type of camera you have. A DSLR is preferred.
 - j. **Cadet Logistics Section. C/SrA or above and Cadet Officers** – Reporting to the Cadet Executive Officer, The Cadet Logistics Section prepares for, sets up, and breaks down equipment in a timely manner to assist with successful encampment operations. Logistics is also responsible for equipment distribution, maintaining an inventory, and will direct resource allocation. The Logistics Section will work with the Senior Logistics Officer to accomplish set tasks.
9. Please contact the Montana Wing Encampment Commandant of Cadets, Maj Bethany Lenell, with questions: bethany.lenell@mtwg.cap.gov (253) 576-9532

A handwritten signature in black ink, appearing to read 'Bethany Lenell', with a stylized flourish at the end.

BETHANY LENELL, Maj, CAP

MTWG Encampment 2020 Commandant of Cadets